

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 146

**REVISION DATE:** 7/15/2010

**TITLE:** Department Space Files

**PRINCIPAL OFFICE:** Office of Management (OM)

**NARA DISPOSITION AUTHORITY:** GRS – See disposition instructions

**DESCRIPTION:**

Includes records relating to the allocation, utilization, and release of space under Department control, and related reports to GSA.

**DISPOSITION INSTRUCTIONS:**

- a. Building Plan Files, Surveys, and Other Records Utilized in Agency Space Planning, Assignment, and Adjustment (GRS 11 Item 2a)

**TEMPORARY**

Cut off after termination of assignment, when lease is canceled, or when plans are superseded or obsolete. Destroy/delete 2 years after cutoff.

- b. Correspondence with and Reports to Staff Agencies Relating to Agency Space Holdings and Requirements (GRS 11 Item 2b)
1. Agency reports to the GSA, including Standard Form (SF) 81, Request for Space, and related documents

**TEMPORARY**

Destroy/delete when 2 years old.

2. Copies in subordinate reporting units and related work papers

**TEMPORARY**

Destroy/delete when 1 years old.

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

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**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental